

October 16, 1997

Project 9 - STAWRS Project Meeting  
Iowa Department of Economic Development Office  
Des Moines, IA 50309  
1:30 p.m. - 3:30 p.m.

1. Welcome

Renny welcomed everyone in attendance and at the other sites - Fairfield and D.C.

Participants:

Renny Dohse  
Wayne Cooper  
Darrell Bauman  
Harold Bowman  
Paulette Day  
Tim Erwin  
Conrad Lawlor  
Darla Long  
Bob Rasmussen  
Nancy Vasey  
Larry Venenga  
Donna Hockensmith

1a. Update on other projects from Linda Plazak. Reviewed delays associated with RFPs. Other projects are moving ahead. Encourage using existing contracts rather than RFPs. Reviewed citizens' survey, specifically support for building the citizens information network. Support for reducing government duplication rather than increased access.

2. Review of September 30 Focus Group Meeting

A. Large Employer Meeting

Large businesses were discouraged by the form. Multi-state operations sought something from the federal government for these multi-state operations.

B. Small Employer Meeting

Group was encouraged by results and comments. Small business participants urged moving forward and relieving the burden of small employers. Seeking increased access and reduced duplication.

3. Report from Evaluation sub-committee

Putting together a 5 part model to measure success of project . Includes: Accountability, Effectiveness, Impact, Organizational Context and Unanticipated Outcomes. .

4. Report from Technology sub-committee

Seeking to define the technical specs. Slowed by federal budgeting process. Seeking to piggy back with existing federal contracts to help meet our target goal dates. Issues include: getting the projects up and running. The bigger expense is how do we provide the software statewide after the test project is completed. The IRS will own the software we will be using in the pilot. Software must be developed for electronic transmission. IRS will not be using the Internet for electronic transmission. Use of closed system like the ICN must be used for filing tax reports.

5. Report from the Education/Marketing sub-committee

Work is contingent of procedures and protocols being put together. Plan on meeting in the next few weeks. Probably in November.

6. Update on the employer survey

Review of business survey by Selzer and Company.

Review of employer survey. Survey include mailing copies of the paper forms and instructions to obtain actual feedback on the form and instructions. Sample to include 1000 employers. Obtain interest in participating in the pilot project by asking for volunteers.

Survey: If the software were available for purchase would you be interested in participating in the pilot? Would it matter who ran/controlled the program - state or federal? Reasons to not use the combined form: Confidentiality, simplicity of form, payment process, due dates of return,

7. Discussion on pilot project solicitation

Ask for potential volunteers for the pilots on the survey

Need pilot solicitation committee. Bob Rasmussen will help with names.

8. Update on the home page phase 1

The web site is [www.state.ia.us/stawrs](http://www.state.ia.us/stawrs) May have to add (/htm) in the next few days. Has a few bugs and will need a few adjustments but looks pretty good. There are no links to IDORF or IWD web pages. Need to link with ISU also. Anticipate having the address publicized once the bugs are worked out. Will then link it to other sites.

9. OTHER BUSINESS

Harold Bowman strongly encourages use of current contracts for STAWRS project. Look at an agency, community college or university to develop the program. Develop the software to give to employers to file their reports. Perhaps use a Request for Strategy, scope of work, to develop a template rather than software. Needs to be a part of their regular accounting package. Pass these comments on to the technology subcommittee.

10. NEXT MEETING - NOVEMBER 20, 1997 at 1:30 p.m.  
Harold will be seeking a new site for origination